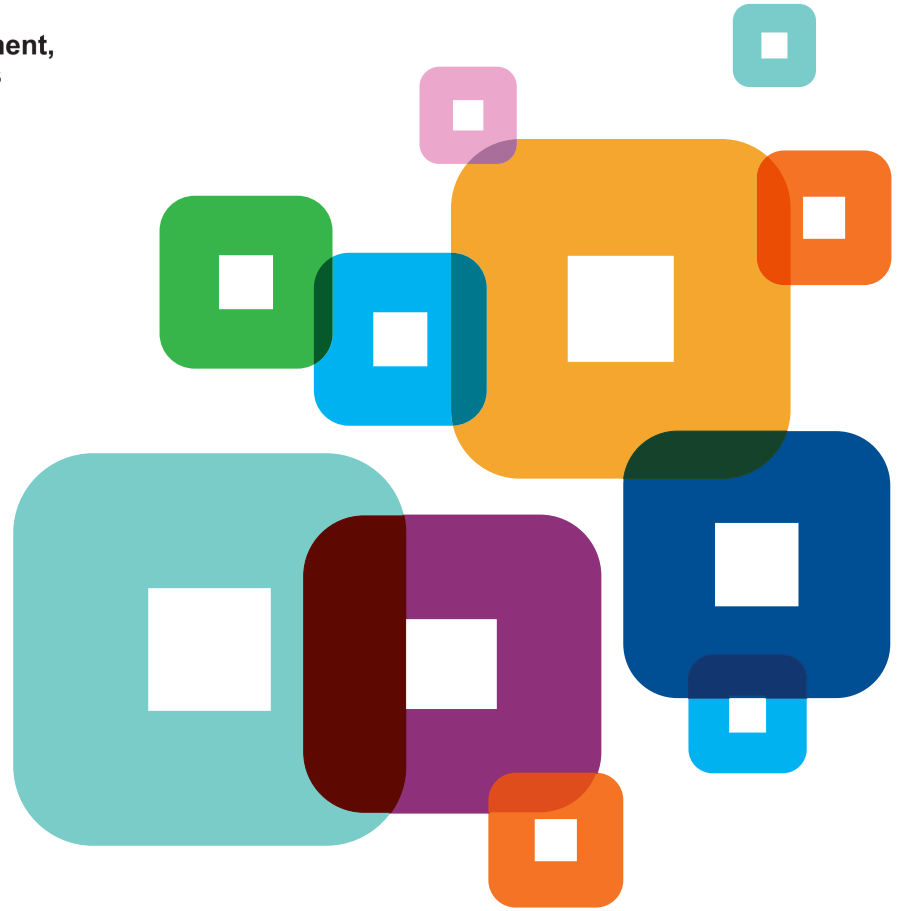




Department of **Local Government,
Sport and Cultural Industries**
Office of **Multicultural Interests**



Community Grants Program

Strategic Projects
(up to \$50,000)

Funding guidelines

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**The Community Grants Program (CGP)
Strategic Projects - January 2019 Funding
Guidelines are available for viewing and
download from the Office of Multicultural
Interests website: www.omi.wa.gov.au.**

For more information, please contact:
Office of Multicultural Interests
Department of Local Government,
Sport and Cultural Industries

Gordon Stephenson House,
140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: **(08) 6551 8700**

Freecall: **1800 620 511** (Country only)

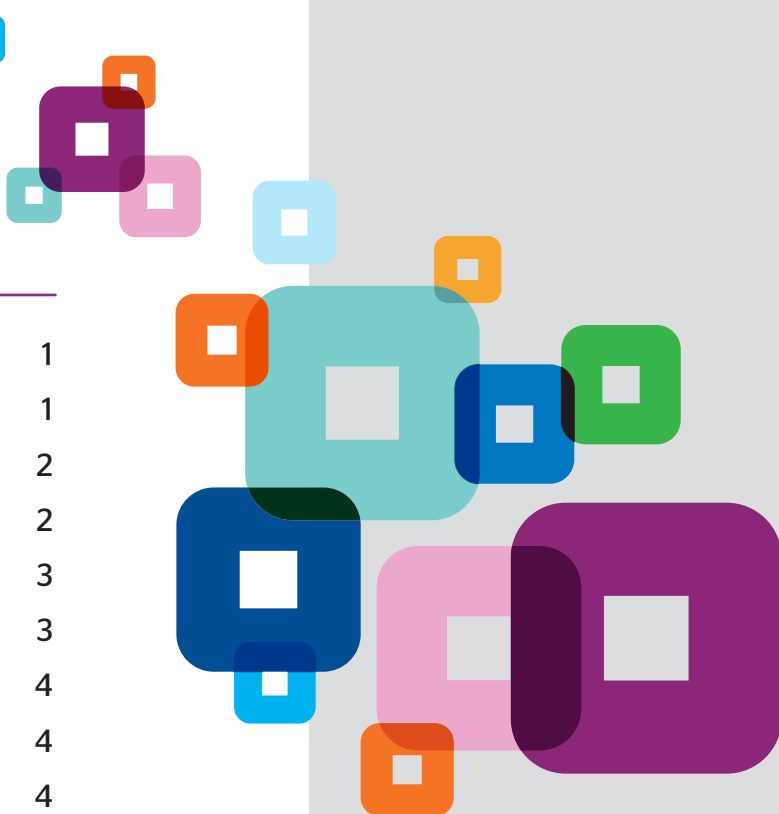
Email: **grants@omi.wa.gov.au**

Website: **www.omi.wa.gov.au**

Translating and Interpreting Service (TIS)

Telephone: **13 14 50**

Document version: January 2019



What is the Community Grants Program?

The Community Grants Program (CGP) is administered by the Office of Multicultural Interests (OMI), within the Department of Local Government, Sport and Cultural Industries (DLGSC).

The program provides funding to empower culturally and linguistically diverse (CaLD) communities in Western Australia to design, deliver and partner on projects that address their needs.

The CGP supports CaLD community-led activities that:

- celebrate and promote Western Australia's cultural diversity
- build the capacity of individuals, families and communities to contribute to the civic and economic life of the State
- improve the accessibility and effectiveness of services.

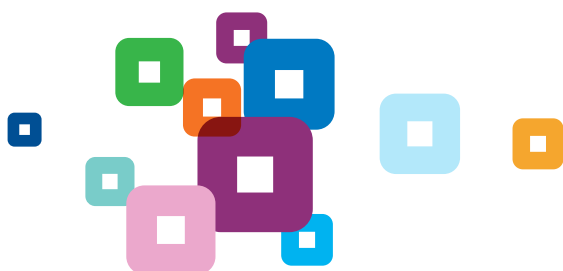
Strategic Projects (up to \$50,000)

Strategic Projects funding is available for CaLD community groups and organisations for capacity building projects that benefit CaLD communities including those from new and emerging communities, women, seniors, young people and regional communities.

Funding is available for projects that may relate, but are not limited to the following focus areas:

- family and domestic violence prevention
- parenting
- employment and skills development
- leadership
- financial literacy
- health and wellbeing
- support for regional communities.

Organisations requesting funding over \$30,000 are required to demonstrate how project activities are supported by a broader strategy or a plan to deliver long-term benefits for the community.



Eligibility

Applicant organisations must:

- be either a CaLD community association or a community service organisation specifically established to provide services or advocacy for culturally and linguistically diverse communities.
- be a not-for-profit organisation or community association incorporated under the *Associations Incorporation Act 2015* and be based in Western Australia.

Organisations and associations working with children and young people must be committed to creating a safe environment. This includes complying with the *Working with Children Act 2004*.

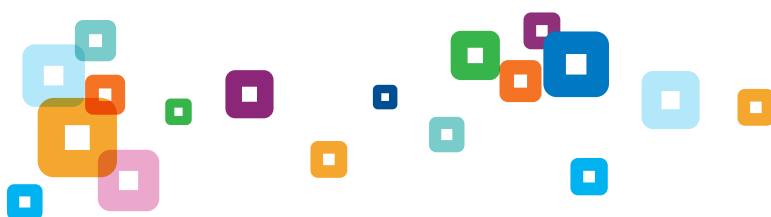
Auspice arrangements are not accepted for applications to the Strategic Projects category.

For further information please go to the Community Grants page at www.omi.wa.gov.au.

Who is not eligible?

- Local*, State and Commonwealth Government agencies.
- Unincorporated not-for-profit organisations.
- Commercial or for-profit organisations.
- Educational institutions/agencies including schools, universities and TAFE colleges.
- Individuals.
- Political organisations.

* OMI may accept applications from appropriate regional organisations or regional local government authorities where there is no other suitable organisation to apply.



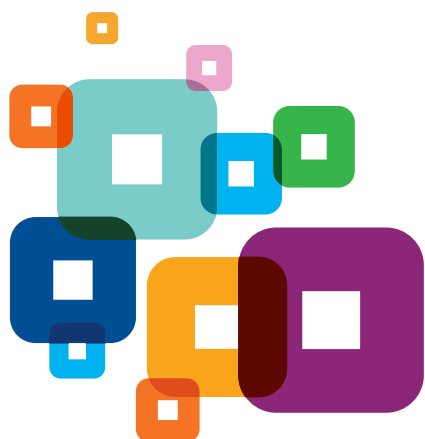
What applications cannot be supported?

Funding cannot be considered for activities that:

- have already taken place
- would be more appropriately supported through an alternative funding source
- are solely for fundraising activities
- are taking place outside of Western Australia
- are primarily of a religious nature
- celebrate national days, independence days or commemorative events.

An organisation may receive up to \$50,000 in funding through the Strategic Projects category each financial year.

Applications from organisations with outstanding reporting with OMI may not be considered for assessment.



Funding is allocated in line with the principles of:

- equity: providing fair and equitable distribution of funding across CaLD communities, types of projects, and regions of Western Australia
- quality and value for money: achieving the best use of resources to maximise funding value.

Assessment criteria

Applications will be assessed against the criteria and weightings outlined below.

Community need 40%

- The application demonstrates the need has been identified by the community.
- The application demonstrates the community's support for and commitment to the project.

Purpose 40%

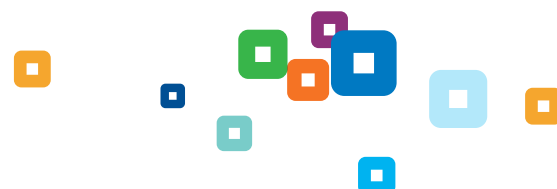
- The application demonstrates the extent to which the project builds the capacity of a CaLD community group/groups.
- The application identifies who will participate in and benefit from the project.
- The application demonstrates how the project will address the identified need.

Organisational capacity 20%

- The organisation has demonstrated skills and experience to deliver the project and manage identified risk.
- The project is based on a realistic budget and represents value for money.
- The project is supported by a sound project plan and details of how the project will be promoted.

For requests over \$30,000 the application must also demonstrate the following:

- The project is supported by a broader strategy or a plan to deliver long-term benefits for the community.



What is the application process?

As part of the planning process, the organisation should contact OMI's Community Engagement team to discuss their idea or project before commencing the application.

Community Engagement Officers work with community groups and organisations to assist with project planning and development. They can provide guidance on the application and make sure it contains all the required information in readiness for submission.

For requests over \$30,000, applicants are required to complete the project concept tool prior to starting the application process. The project concept tool provides an overview of the project and how it fits into a broader strategy or plan to deliver long-term benefits for the community. The tool is a starting point for discussions with the Community Engagement

Officer, assists in planning and can be a useful resource to guide consultation with other funding bodies or partners in the project.

Timing

Timeframes for the application and approval process need to be considered by the organisation when planning the project. The process takes up to four months from submission to approval. It may take longer if the application requires further development or there is outstanding information. Applicants should seek advice from the Community Engagement Officer on timeframes for application submission based on the stage of development of the project.

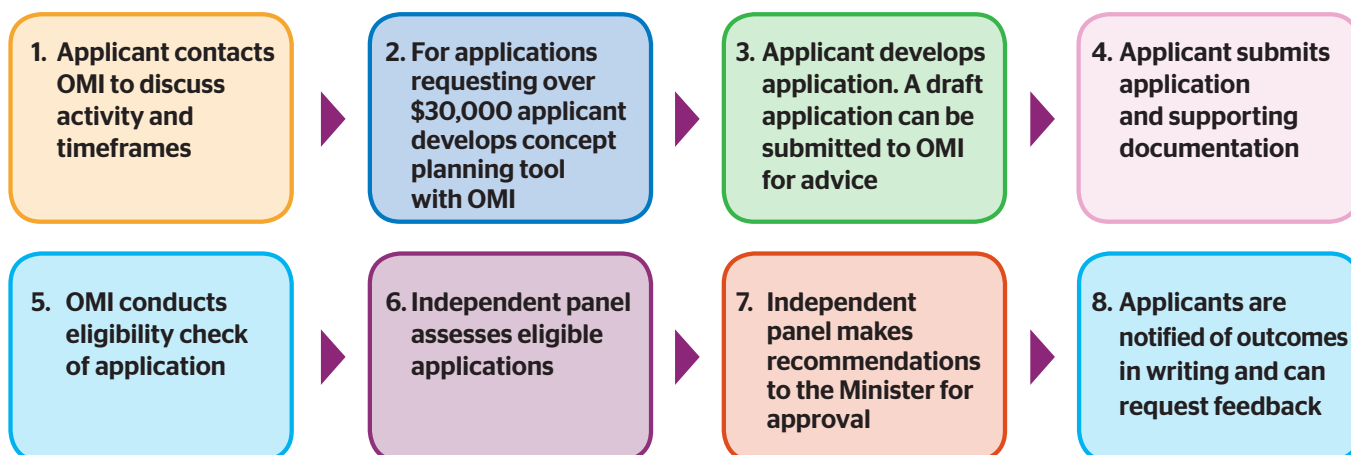
Prior to application assessment, OMI conducts an applicant eligibility check to ensure the application can be considered for funding.

What is the approval process?

Applications are subject to a competitive assessment by an independent panel against the assessment criteria and the general guidelines of the program, taking into consideration the funding principles (see Page 3). Recommendations from the panel are submitted to the Minister for Citizenship and Multicultural Interests for approval.

Once the outcomes of the assessment are released, applicants can seek feedback on their application.

Funding is highly competitive and limited. Should your organisation be offered a grant, the amount of funding approved may be less than the amount requested in your application. In this case grant recipients will be asked to revise their budget and project in line with the funding offered, or to secure funding from another source.

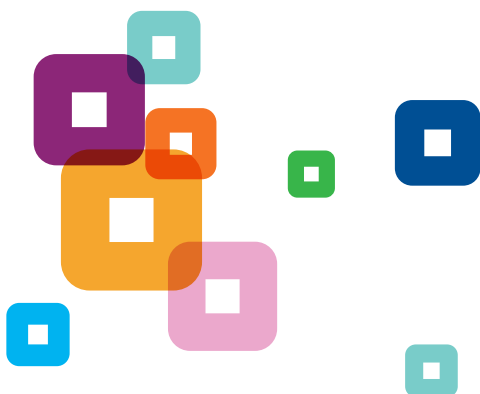


What costs can be supported?

- Short-term staffing costs.
- Advertising, publicity, promotion, marketing, printing and publishing.
- Venue hire, equipment hire and cleaning.
- Administration (e.g. telephone, postage and stationery expenses).
- Transport costs (e.g. bus hire or public transport costs for local travel within Western Australia).
- Document preparation or printing.
- Provision of interpreting and translating services.
- Contribution toward catering and food costs up to a maximum of 10% of the OMI grant.
- Crèche facilities.
- Training and accredited courses.

What costs cannot be supported?

- Existing, ongoing or recurrent organisational costs (e.g. salaries, fees and lease or rental payments).
- Venue hire for an applicant organisation's own venue.
- Purchase of capital equipment (e.g. computers, photocopiers and vehicles).
- Capital works (e.g. purchase of land or buildings, repairs, extensions, renovations or maintenance).
- Accommodation costs.
- Conference attendance costs.
- Research-related items.
- Interstate or overseas travel (inbound or outbound, including airfares).
- The cost of prizes or gifts.



Preparing your application

Applicants should speak to a member of the OMI Community Engagement team to seek advice on their activity, timeframes for application submission and for assistance in the development of the application.

Phone: **(08) 6552 1607**

Email: **engage@omi.wa.gov.au**.

Applications must be presented on the application form which can be downloaded from the Community Grants Program page at **www.omi.wa.gov.au**

For requests over \$30,000 applicants can download the project concept tool from the Community Grants Program page at **www.omi.wa.gov.au**

Supporting documentation such as a copy of the applicant organisation's certificate of incorporation, planning documents, samples of promotional material or letters of support may be submitted as attachments to the application form.

Templates to assist with the preparation of your application are available for download from the Resources page at **www.omi.wa.gov.au**.

Submitting your application

Applications can be submitted by:

Email: **grants@omi.wa.gov.au**

or

Post: **Grants Administrator**

**Office of Multicultural Interests
Department of Local Government,
Sport & Cultural Industries**

**GPO Box R1250
PERTH WA 6844**

Applicants will be sent a formal notification by email when their application is ready to progress to assessment and this will include an estimated timeframe for the outcome.

